

Quick Facts UPDATE—TIDE Test Information Distribution Engine February 24, 2014

Important Documents on OPI Field Test Website

TIDE User Guide

TIDE Training Module

Templates

MT User Template File

Montana Student Template File

MT Student Setting Template

NOTE: Templates to record information to submit to TIDE require *Responsible District and School identifiers*. Tables with those identifiers (LE and SC) are posted online. The links are on page 2 of this document.

TIDE is the online program for registering students to participate in the spring 2014 Smarter Field Test and for access to the designated supports and documented accommodations.

- Students enrolled by January 24, 2014: AIM provides data to TIDE
- Students who enroll after January 24, 2014: Districts only enter in TIDE
- Designated Supports and Documented Accommodations: Districts and/or schools enter in TIDE

Passwords

OPI has assigned passwords for two District personnel: District administrator (DA) and District test coordinator (DC)

- Each DA and DC should have received an email from Smarter-DoNotReply@airast.org with an individual login and a temporary password for each district (e.g. XXX Elementary district and XXX HS district)

NOTE: Due to technical difficulties, District Test Coordinators original accounts that were uploaded on February 17th had to be deleted. All DA and DC accounts were successfully uploaded as of February 21. If you do not see an e-mail from Smarter-DoNotReply@airast.org, please contact Pam Birkeland.

- The DA's and the DC's will log in using the link in that e-mail and change their passwords to a new one of their choice (at least 6 characters and 1 number).
 - Once logged into the Online TIDE system, the DA's and/or DC's will be responsible for assigning passwords for School Test Coordinators (SC) and Test Administrators (TA).
 - They can be added individually or for districts with a large number of schools, they can be added using the [MT User Template File](#) posted on the OPI Field Test Website.

Collecting Information

Students who move

- Any students who enroll or move after January 24, 2014 date will need to be added or deleted by the local DA or DC. (District Test Coordinators will also be added as District Administrators for this reason). **District coordinators (unless added as a DA), school coordinators, and test administrators are unable to add or delete students.**
- Prior to entering in TIDE, this information can be collected on the [MT Student Template File](#) posted on the OPI field test website.

Students needing embedded designated supports or documented accommodations

- Once School Coordinators (SC) and Test Administrators (TA) determine which students will need to access the assessment using embedded supports (see the Usability, Accessibility, Accommodations Guidelines posted on the OPI website), the DA, DC, or SC will be able to add those settings for their students (TA's cannot upload or edit students' settings).
- Prior to entering in TIDE, this information can be collected by the school on the [MT StudentSetting Template](#) posted on the OPI assessment website.

Planning Ahead for Student Logins for the Field Test

In preparation for testing, it is recommended that districts/schools create login cards for each student. In order to login, each student will need the following information:

- Confirmation Code [Student First Name] as in AIM and entered in TIDE by District after January 24
- State-SSID [MT-9 digit state id]
- Test Session [this will be generated when the TA's set up a session and can be written on the board.
- **Also**
 - Include on the last line of the card, the first and last name, possibly the middle initial to avoid confusing the confirmation code for students with the same first names.
 - These cards should be collected after each session and shredded upon the conclusion of the last testing session.
- Card Sample

Jackie
XXXXXXXX
Test Session:
Jackie L. Smith

Information about District and School password designations:

TIDE passwords are assigned at the district (LE) level rather than at the system (SS) level. So in systems with more than one district, the system administrator and the system test coordinator will each receive passwords for each district and through those passwords have access to the schools in that specific district.

Identifiers required in the templates

District

<http://opi.mt.gov/pdf/Assessment/SMART/ResponsibleDistrictIdentifierInfo.pdf>

School

<http://opi.mt.gov/pdf/Assessment/SMART/ResponsibleSchoolIdentifierInfo.pdf>

For HELP

- [Use TIDE User Guide](#)
- [View TIDE Module](#)
- Contact: Pam Birkeland, OPI Assessment Special Projects—Data/TIDE Lead
 - pbirkeland@mt.gov